

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 06, 2002**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 06, 2002, at 11:00 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follows.

INTRODUCTION

Dr. Jackson called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The revised minutes from the teleconference held on January 09, 2002 were reviewed and approved as amended. The minutes from the teleconference held on January 23, 2002 were reviewed and approved as amended.

REPLACEMENT COMMITTEE MEMBER

Dr. Jackson updated the Committee regarding the nomination of Gene Tatsch. Dr. Tatsch had indicated there may be a problem with face-to-face meetings. After some discussion, there was a unanimous decision to recommend to Silky Labie that Dr. Tatsch be appointed to the Committee.

DEVELOPMENT OF DRAFT CONSTITUTION AND BYLAWS

The discussion that was started at the preceding teleconference continued as Articles VI-VII of the Bylaws for the proposed new standards adoption organization were reviewed. The complete draft of the proposed Constitution and Bylaws will be presented to the Transition Committee at its February 13, 2002, teleconference.

MARCH MEETING IN DALLAS

As all the information regarding this meeting has now been disseminated to all Committee members, Dr. Jackson urged everyone to make their reservations.

FUTURE TELECONFERENCES

The next teleconference is scheduled for February 20, 2002 at 11:00 a.m. EST.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	No action items at this time.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 06, 2002**

Name	Affiliation	Address
Dr. Kenneth Jackson, Chair	New York State Dept. of Health	T: (518)485-5570 F: (518)485-5568 E: jackson@wadsworth.org
Joseph Aiello	New Jersey Dept. of Environmental Protection-OQA	T: (609)633-3950 F: (609)777-1774 E: jaiello@dep.state.nj.us
Clifford Annis (Absent)	Merck and Co. Inc.	T: (215)652-8118 F: (215)652-2291 E: clifford_annis@merck.com
Lara Autry	USEPA/OAQPS	T: (919)541-5544 F: (919)541-2357 E: autry.lara@epa.gov
Arthur Burton	Sequoia Analytical Laboratory	T: (408)782-8167 F: (408)782-6308 E: aburton@sequoialabs.com
Andrew Eaton	MWH Laboratories	T: (626)568-6425 F: (626)568-6324 E: andrew.eaton@mwhglobal.com
Barbara Giesler	New Mexico Environment Dept (NMED)	T: (505)827-0152 F: (505)827-0160 E: barbara_giesler@nmenv.state.nm.us
Ann Rosecrance (Absent)	Core Laboratories	T: (713)328-2209 F: (713)328-2157 E: arosecrance@corelab.com
Elaine Sorbet	Louisiana Dept. of Environmental Quality	T: (225)765-2406 F: (225)765-2408 E: elaines@deq.state.la.us
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702)731-4150 F: (702)731-4027 E: gporath@anteon.com